

Additional Vendor Registration Information

Vendors are required to obtain Data Universal Numbering System (DUNS) numbers for almost all awards over \$3,000.00. Vendors are also usually required to register in the System for Award Management (SAM) (formerly the Central Contractor Registration database (CCR)). SAM is mandatory in most cases domestically and in many cases overseas -- see FAR 4.1102 for more information).

NOTE: CCR has been merged into the [System for Award Management \(SAM\)](#). SAM will eventually merge all Integrated Acquisition Environment (IAE) systems into one single system. This will be done in several phases, the first of which has been implemented. This phase consists of the first group of IAE systems to be merged into SAM, including:

- Central Contractor Registration Database (CCR);
- Online Representations and Certifications Application (ORCA);
- Federal Agency Registration (FedReg); and
- Excluded Parties List System (EPLS).

If you have any issues with SAM, please contact the [the Federal Service Desk](#) (FSD, the SAM help desk, open 8am - 8pm Eastern Time); US Calls: 866-606-8220; International Calls: 334-206-7828. We advise vendors and grantees to submit questions and issues through the FSD website rather than calling. That way, FSD will be better able to give you a prompt response. For more information, see the [System for Award Management \(SAM\)](#) website or contact the [Department of State Electronic Commerce Program Manager](#).

1. BEFORE REGISTERING, vendors and grantees will need the following:
 - a. DUNS Number (see below for more information)

Notes to Vendors on How to Obtain a DUNS Number

DUNS (Data Universal Numbering System) numbers: Dun and Bradstreet (D&B) assigns DUNS numbers free of charge anywhere worldwide as long as you are obtaining the DUNS number for use in U.S. federal government contracting or U.S. federal government grants or cooperative agreements.

1. **Who must obtain a DUNS number?** Your organization must provide a DUNS number when registering in the System for Award Management (SAM, at <http://www.sam.gov>) or if a Contracting Officer (CO) requires your organization to provide one, either in a solicitation or by other means. If your organization does not already have a DUNS number, it must obtain one from Dun and Bradstreet. A representative from your organization must register directly for a DUNS number. U.S. government employees cannot obtain a DUNS number on behalf of the organization, although they may assist the organization via such methods as a conference call, as long as a representative from the organization initiates the request and provides the required

information. If you are requested by a D&B office to pay for a DUNS number designation or other issues arise with the registration, contact your CO.

2. How do we obtain a DUNS number?: There are two ways of getting a DUNS Number if your organization does not already have one:

a. **Online:** Go to <http://fedgov.dnb.com/webform> and follow the directions. This will allow you to search to see if your firm already has a DUNS number and, if they don't already have one, enter the data online and then receive the DUNS Number via e-mail. If you have any problems, contact Dun and Bradstreet using the phone numbers or e-mails listed on that website; OR

b. **Phone:** Call D&B and ask for a DUNS Number. To find the D&B phone number go to the D&B website at <http://www.dnb.com>. In the center of the top of the first page, select the country you are in from the pull-down menu. That will take you to the D&B website appropriate for that country. That D&B website will, in turn, have a phone number you can call to reach the D&B office that covers that country.

When you call, be sure to explain to D&B that you are requesting a DUNS number for use in U.S. federal government contracting or U.S. federal government grants or cooperative agreements. (Otherwise, D&B may charge you for the DUNS number. D&B may attempt to sell you other services they offer. Only the DUNS number is free. The other services would be at your expense and are **not** required for U.S. Government grants or contracts. You are under no obligation to sign up for any of them.) The process of requesting a DUNS number takes about 10 minutes for domestic individuals and organizations, and may take longer for overseas individuals and organizations. If you already have a DUNS number, the D&B representative will advise you over the phone.

3. How many DUNS numbers do we need?

In most cases, only one will be necessary. Please note that for proper DUNS identification, vendors must have a separate DUNS number for each vendor location involved in a government contract, grant or cooperative agreement. If more than one physical address is involved, then you will need more than one DUNS number.

4. What information should we provide D&B to get a DUNS number?

D&B will ask for your Legal Business Name and address, among other data.

If you are a foreign vendor registering in SAM, you will also be required to obtain a NATO Commercial and Government Entity (NCAGE) Code before you can complete your SAM registration. Please note the **Legal Business Name and address provided to Dun and Bradstreet for the DUNS number must exactly match (including spelling, capitalization, punctuation and spacing) the Legal Business Name and address provided to NATO for the NCAGE code.** The DUNS number name and address information will be fed automatically into

SAM from the Dun and Bradstreet database. Once the NCAGE Code is granted, it will be input into the Defense Logistics Agency's (DLA's) Business Identification Number Cross-reference System (BINCS) at https://www.logisticsinformationservice.dla.mil/bincs/begin_search.aspx. Since SAM will also check BINCS for the NCAGE Code as well as the name and address in BINCS, if the information for the DUNS number does not match the information for the NCAGE Code, SAM will be unable to complete the validation of the SAM registration.

For foreign vendors, one way to help ensure the information for the DUNS number and the NCAGE code are the same is to apply for them at the same time, perhaps also cut/pasting from one request form to the other. You can apply for both at the same time since it is not necessary to have a DUNS number before getting an NCAGE code, nor is it necessary to have an NCAGE code before getting a DUNS number. However, both are needed before a vendor can complete their SAM registration. Since NCAGE Codes can take significantly longer to obtain than DUNS numbers, we recommend submitting the NCAGE request first.

5. Opting Out from Inclusion in D&B (DUNS Number) Marketing Lists: As a result of obtaining a DUNS number, your firm might be included on D&B's marketing list sold to other companies. Vendors not wanting to be on this list must either:

- a. **As part of the online application:** If applying for a DUNS number online, check the box at the end of the online registration next to the words, "Yes, I wish to have my entity excluded from the D&B marketing list"; OR
- b. **Phone, at the time of application or later:** Contact D&B to request you be removed either at the time you request a DUNS number or later. For the full explanation of how D&B uses vendor information, go to the D&B Privacy Policy page at <http://www.dnb.com/privacy-policy.html>. Once there, for the full list of uses and how to opt out of them, scroll down to the "You Have Choices" section and follow the instructions there. In addition, a multi-organization opt-out option is described in the paragraph entitled, "Third Party Advertisers".

b. For foreign vendors, a NATO Commercial and Government Entity (NCAGE) code (see below for more information)

Notes to Vendors about NCAGE Codes and Registering in SAM

Below are instructions for getting NATO Commercial and Government Entity (NCAGE) codes (when necessary) and registering in the System for Award Management (SAM). U.S. vendors can ignore the instructions about NCAGE since they will receive CAGE codes automatically as a result of the SAM registration process. Foreign vendors will need to pay attention to the NCAGE codes and all of the other information below that is applicable to foreign vendors.

1. Who must get an NCAGE Code?

Any vendor based overseas that is required by a CO to be registered in SAM.

2. Who must register in SAM?

Any vendor required to do so by the CO, whether the request is made in the solicitation or otherwise. FAR 4.1102 describes when a CO would have to require vendors to register in SAM.

3. How do we obtain an NCAGE Code?

- a. Request and obtain an NCAGE Code through <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>. For more information, see http://pd.statebuy.state.gov/content.asp?content_id=62&menu_id=60 and http://www.dlis.dla.mil/Forms/Form_AC135.asp; and
- b. Once you receive the NCAGE Code, verify with the U.S. Department of Defense's (DoD's) Business Identification Number Cross-reference System (BINCS, at <http://www.logisticsinformationservice.dla.mil/BINCS>) that the NCAGE code has been successfully input into the BINCS system. Once the NCAGE code has been entered into BINCS, SAM will be able to validate the NCAGE code the vendor enters into SAM. Only after a SAM registration is completed and fully validated can a vendor be considered to have a current, active registration in SAM. If the NCAGE code is not in BINCS or if there is a problem with the information regarding the code, that page also has information on how to contact the DoD office that operates BINCS.

NOTE: NCAGE code requests can take from a few days to several weeks to process.

4. What information should we provide NATO to get an NCAGE Code?

NATO will ask for your Legal Business Name and address, among other data.

If you are a foreign vendor registering in SAM, you will also be required to obtain a DUNS number from Dun and Bradstreet before you can complete your SAM registration. See <http://www.statebuy.state.gov> for more information. Please note the **Legal Business Name and address provided to Dun and Bradstreet for the DUNS number must exactly match (including spelling, capitalization, punctuation and spacing) the Legal Business Name and address provided to NATO for the NCAGE code.** The DUNS number name and address information will be fed automatically into SAM from the Dun and Bradstreet database. Since SAM will also check BINCS for the NCAGE Code as well as the name and address in BINCS, if the information for the DUNS number does not match the information for the NCAGE Code, SAM will be unable to complete the validation of the SAM registration.

If you are a foreign vendor, one way to help ensure the information for the DUNS number and the NCAGE code are the same is to apply for them at the same time, perhaps also cut/pasting from one request form to the other. You can apply for both at the same time since it is not necessary to have a DUNS number before getting an NCAGE code, nor is it necessary to have an NCAGE code before getting a DUNS number. However, both are needed before a vendor can

complete their SAM registration. Since NCAGE Codes can take significantly longer to obtain than DUNS numbers, we recommend submitting the NCAGE request first.

5. How many NCAGE Codes do we need?

In most cases, only one will be necessary. Please note that for proper DUNS identification, vendors must have a separate vendor DUNS number for each vendor location involved in a government contract, grant or cooperative agreement. If vendor facilities at more than one physical address are involved, then you will need more than one DUNS number. For any such facilities located in the U.S. and registered in SAM, the facility would automatically receive a CAGE code as part of the SAM registration process, so NCAGE codes would not be necessary for such facilities located in the U.S. Since the Legal Business Name and address associated with an NCAGE Code must be identical to those associated with a DUNS number, any such facilities located outside the U.S. would need separate NCAGE Codes. If more than one facility located outside the U.S. is involved in the performance of the contract, then you will need more than one NCAGE Code. Each NCAGE Code must be requested separately.

6. What information should we provide SAM to get an active registration in SAM?

Instructions on how to register and renew are available on the SAM website at <http://www.sam.gov>. Additional information (in English and a limited number of other languages) is available on the public A/OPE internet site at http://pd.statebuy.state.gov/content.asp?content_id=62&menu_id=60. Please pay special attention to which fields are required and not required, and which fields should be left blank. The registration will not validate unless the correct fields are filled out with the correct information.

When registering in SAM, foreign vendors should keep in mind that since SAM is used to register for U.S. federal government business, the questions it asks are asked from the U.S. point of view. Also, SAM is only able to validate information from BINCS or other U.S. systems. Data from other countries that is not contained in BINCS or another U.S. system cannot be verified, and SAM may be unable to complete the validation process in such cases. Such data fields should be left completely blank. For example:

- When SAM asks whether the vendor is a small business, this refers only to small businesses based in the U.S. Foreign vendors are always considered to be “other than small” or “large.”
- When SAM asks for the ABA Banking information and other Electronic Funds Transfer (EFT) information, SAM is only equipped to handle EFT information in U.S. format. If this information is in another, non-U.S. format, leave this information blank in SAM;
- Only fill in the Tax ID number if it is a U.S. Tax ID number. Otherwise, leave it blank.

7. When may I complete my SAM registration?

You may draft part of a registration and save the draft in SAM. However, you will not be able to complete the registration until:

- You have received your DUNS number from DUN and Bradstreet;
- For foreign vendors, your NCAGE Code is listed correctly in BINCS; and
- You are able to provide all other information required by SAM.

At that point, you should enter your DUNS Number (and NCAGE Code if needed) into SAM, complete your registration and submit it. The SAM registration process typically takes the applicant about 30 minutes once all the required information is available, and should become active within 3-5 business days.

8. How many SAM registrations do I need?

In most cases, only one will be necessary. Please note that for proper location identification, vendors must have a separate vendor DUNS number (and NCAGE Code, for foreign-based vendors at overseas locations) for each vendor location involved in a government contract, grant or cooperative agreement. It therefore may sometimes be necessary to obtain more than one DUNS number if vendor facilities at more than one physical address are involved. Vendor facilities located in the U.S. and registered in SAM will automatically be given a CAGE code by SAM as part of the SAM registration process. If a foreign-based vendor has more than one facility located overseas, they will need separate NCAGE codes for each facility. Each vendor facility involved in the performance of a contract, grant or cooperative agreement must be separately registered in SAM, under their respective DUNS numbers (and NCAGE Codes if needed).

9. Do I have to renew my SAM registration? If so, how often?

SAM registrations must be updated when information in them changes, but at least annually. Per FAR 4.1201(b)(1), anyone registering in SAM must update their representations and certifications in SAM as necessary, but at least annually. See FAR 4.1201(b)(2) for conditions under which vendors must update their business size representation in SAM regardless of whether that update is part of the contractor's regular update. FAR 4.1201(b)(2) only applies to vendors based in the U.S.

2. SPECIAL INSTRUCTIONS FOR FOREIGN VENDORS:

The Department of Defense has published instructions to their vendors and grantees on how they can register in SAM. These instructions apply equally well to Department of State vendors and grantees. Vendors and grantees that have never registered in SAM before should click on one of the following:

[Initial registration instructions -- English version](#)

[Initial registration instructions -- French version](#)

[Initial registration instructions -- Dutch version](#)

[Initial registration instructions -- Albanian version](#)

[Initial registration instructions -- Serbian version](#)

Vendors and grantees renewing their SAM registrations should click on one of the following:

[Registration renewal instructions -- English version](#)

[Registration renewal instructions -- French version](#)

[Registration renewal instructions -- Dutch version](#)

[Registration renewal instructions -- Albanian version](#)

[Registration renewal instructions -- Serbian version](#)

3. WHEN REGISTERING IN SAM, all vendors must report in SAM database information pertaining to U.S. criminal, civil, and administrative proceedings through which a requisite determination of fault was made. This applies to all vendors that submit an offer on a Federal contract valued over \$500,000 and that have more than \$10 million in active contracts and grants as of the time of proposal submission. This data is automatically forwarded from SAM to the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#) for use by Contracting Officers in making vendor responsibility determinations. Vendors must update this information in SAM semi-annually, throughout the life of the contract.

If you are using a Department of State computer (or other federal government computer) that can access the Department of State Intranet, [click here to go to the Department of State Electronic Commerce Intranet website](#). The Intranet website is for internal federal government use only.